



Texas Veterans Commission Grants Portal Notice of Grant Award (NOGA) Guide



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Fund for Veterans' Assistance



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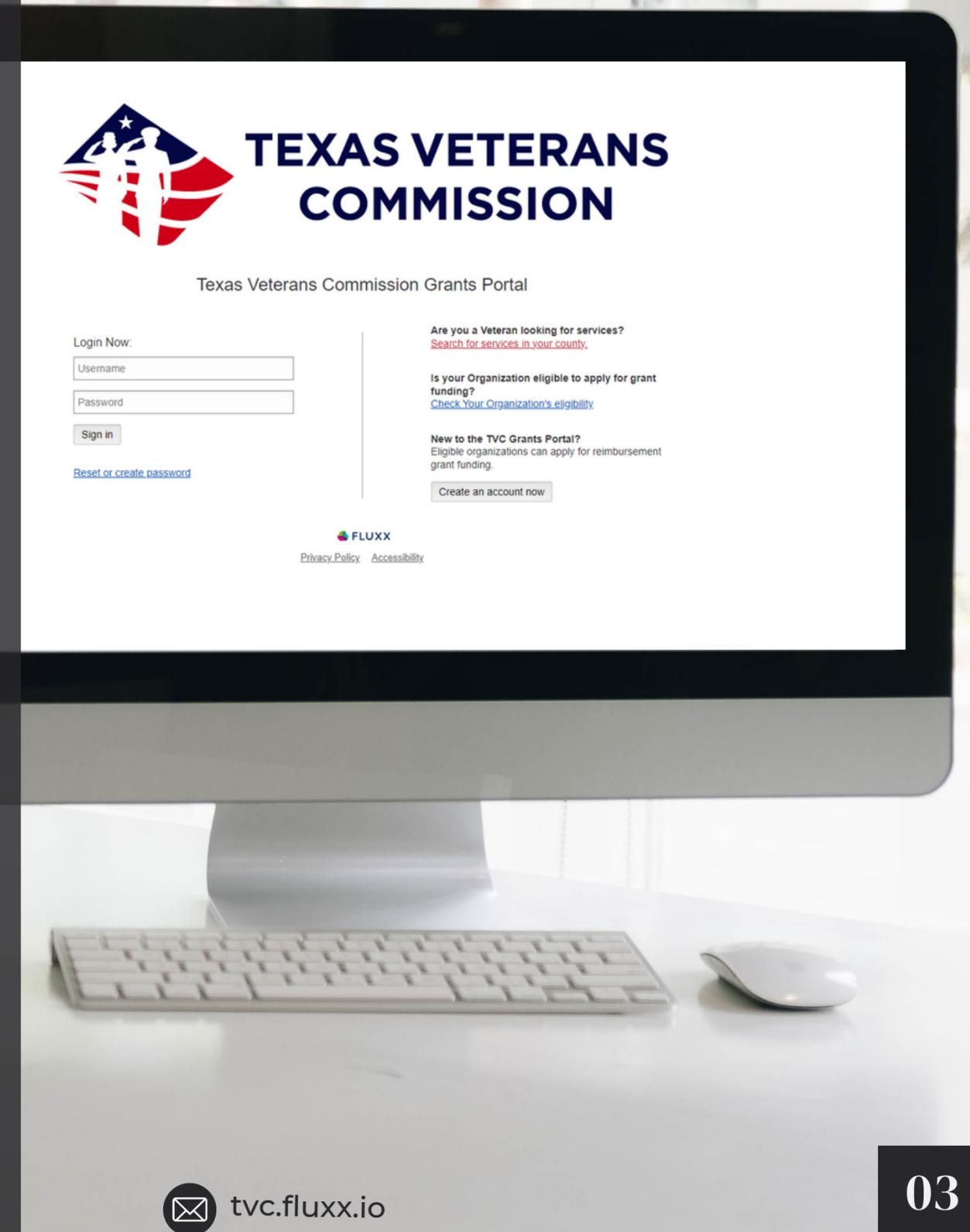
Purpose

The Notice of Grant Award (NOGA) is the official grant award document notifying the grantee that an award has been made. The NOGA contains all terms and conditions of the grant award. The executed Notice of Grant Award (NOGA) and all addenda represent a legally binding contract ("Agreement") between the parties.

Upon Commission approval of the grant award, the parties will be bound by the following:

- 1.the terms and requirements within this RFA document,
- 2.FVA Grant Program Requirements and Terms & Conditions,
- 3.the Negotiated Grant Application and all items submitted by the grant applicant to the Commission in response to this RFA, and
- 4.the Notice of Grant Award (NOGA).

In the event of conflicts or inconsistencies between any of these documents, the provisions set forth in the NOGA will prevail.



Process

The Grantee NOGA process will begin after all negotiated changes are made and before final approvals occur within TVC. The Grantee will be required to complete the following actions:

- Log into the TVC Grant Portal
- Select Application
- Review the NOGA Agreement
- Sign as Signature Authority or
- Sign as Delegate
- NOGA Submission

This guide will focus solely on the NOGA Process.

Approval Workflow:

Negotiations - Grantee
Action

Notice of Grant Award
(NOGA) - Grantee Action

YOU ARE
HERE

Approvals/Edit Requests
- TVC Action

Grant Cycle Begins -
Monthly PRRs & PRs

NOGA Signing

Follow the steps below to access your account in the grants portal and sign your NOGA.



1. Logging in to Your Account

To access the TVC Grants Portal, type tvc.fluxx.io into your browser's URL address bar. In the "Login Now" section, enter your username and password.

If you have forgotten your password, you can click on "Reset or create password" and follow the steps.

Once you are logged in, under the Requests tab, click on "Submitted Requests". The number displayed indicates the number of applications that have been submitted. If you submitted two applications, both will be displayed.

The screenshot shows the login page for the Texas Veterans Commission Grants Portal. The page title is "Texas Veterans Commission Grants Portal". On the left, there is a "Login Now:" section with two input fields: "Username" and "Password", followed by a "Sign in" button and a link for "Reset or create password". On the right, there are three sections: "Are you a Veteran looking for services?" with a link "Search for services in your county.", "Is your Organization eligible to apply for grant funding?" with a link "Check Your Organization's eligibility", and "New to the TVC Grants Portal?" with text "Eligible organizations can apply for reimbursement grant funding." and a "Create an account now" button. At the bottom, there is the FLUXX logo and links for "Privacy Policy" and "Accessibility".



2. Select Application

Select the application and click "Edit" in the top right corner of the screen.

The Request Status shows the application is in NOGA.



3. NOGA Agreement

The NOGA Agreement is located near the top of the application.

There will be two options to sign the NOGA:

1. *Signature Authority or*
2. *Delegate*

The screenshot displays the FLUXX application interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, and REPORTS. The main content area shows details for 'Test Organization Inc.' (ID: R-2022-18189) under the 'General Assistance Program Support Services' with a budgeted amount of \$145,000.00. The 'Request Status' is 'NOGA'. Below this is the 'NOGA Agreement' section, which includes a question: 'Are you the signature authority or delegate accepting the NOGA terms?'. There is a 'NOGA Documents' upload area and a 'Submit NOGA' button at the bottom right.



4. Signing as Signature Authority

If the **Signature Authority** is signing, select this option in the drop down.

Open the **NOGA Document** to review, but do not make any edits or changes to the document.



When you open the NOGA document, it will download to your computer.

Ensure the **Signature Authority's** name is correct. If not, contact FVA as an application discrepancy exists and organization updates are required.

The screenshot shows a web application interface for signing a NOGA document. The main content area is titled "Test Organization Inc." and displays the following information:

- Request ID:** R-2022-18189
- VCSO:** No
- Start Date:** 2023-07-01
- End Date:** 2024-06-30
- Submission Deadline:** 2022-12-05
- Program:** General Assistance Program Support Services
- Budgeted Amount:** \$145,000.00

The **Request Status** is shown as "NOGA". A note states: "Note: The portal does not autosave, therefore, you must click the [Save] button to ensure your data will not be lost."

There is a section for **Negotiations** and a **NOGA Agreement** section. The agreement section includes a dropdown menu for "Are you the signature authority or delegate accepting the NOGA terms?". Below this is a "NOGA Documents" section with a plus icon to add documents.

At the bottom, there are two checkboxes for confirmation:

- I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.)
- I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement.

A "Date" field is also present. At the bottom right, there are buttons for "Cancel", "Save", and "Save and Close".

Amount Awarded: \$300,000.00
Budgeted Amount: \$300,000.00

Request Status

Draft Review **NOGA** Notice Closed

Note: The portal does not autosave, therefore, you must click the [Save] button to ensure your data will not be lost.

► Negotiations

NOGA Agreement

Are you the signature authority or delegate accepting the NOGA terms? Signature Authority

NOGA Documents

NOGA.docx
NOGA
Added by Adam Tuck at 1:42 PM on March 9, 2023

I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.)
 I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement.

Date

Signature Authority Name

Cancel Save Save and Close

Click on both acknowledgements.

Input the date.

Type in your name.

Click "Save and Close".



5. Signing as Delegate



Perform these steps ONLY if a Delegate is signing in lieu of the Signature Authority.

If the **Delegate** is signing, select this option in the drop down.

Follow the same steps as a **Signature Authority** but be sure to type the **Delegate's** name.



An additional step is required - Upload the Delegation Letter!

Amount Awarded: \$300,000.00
Budgeted Amount: \$300,000.00

Request Status

Draft | Review | **NOGA** | Review | Closed

Note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

► Negotiations

NOGA Agreement

Are you the signature authority or delegate accepting the NOGA terms?

NOGA Documents

NOGA.docx
NOGA
Added by Adam Tuck at 1:42 PM on March 9, 2023

I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.)
 I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement.

Date

Signature Authority Name

Cancel Save Save and Close

5.1 Delegation Letter

Delegates are required to upload a Delegation Letter signed by the Signature Authority authorizing their signature.

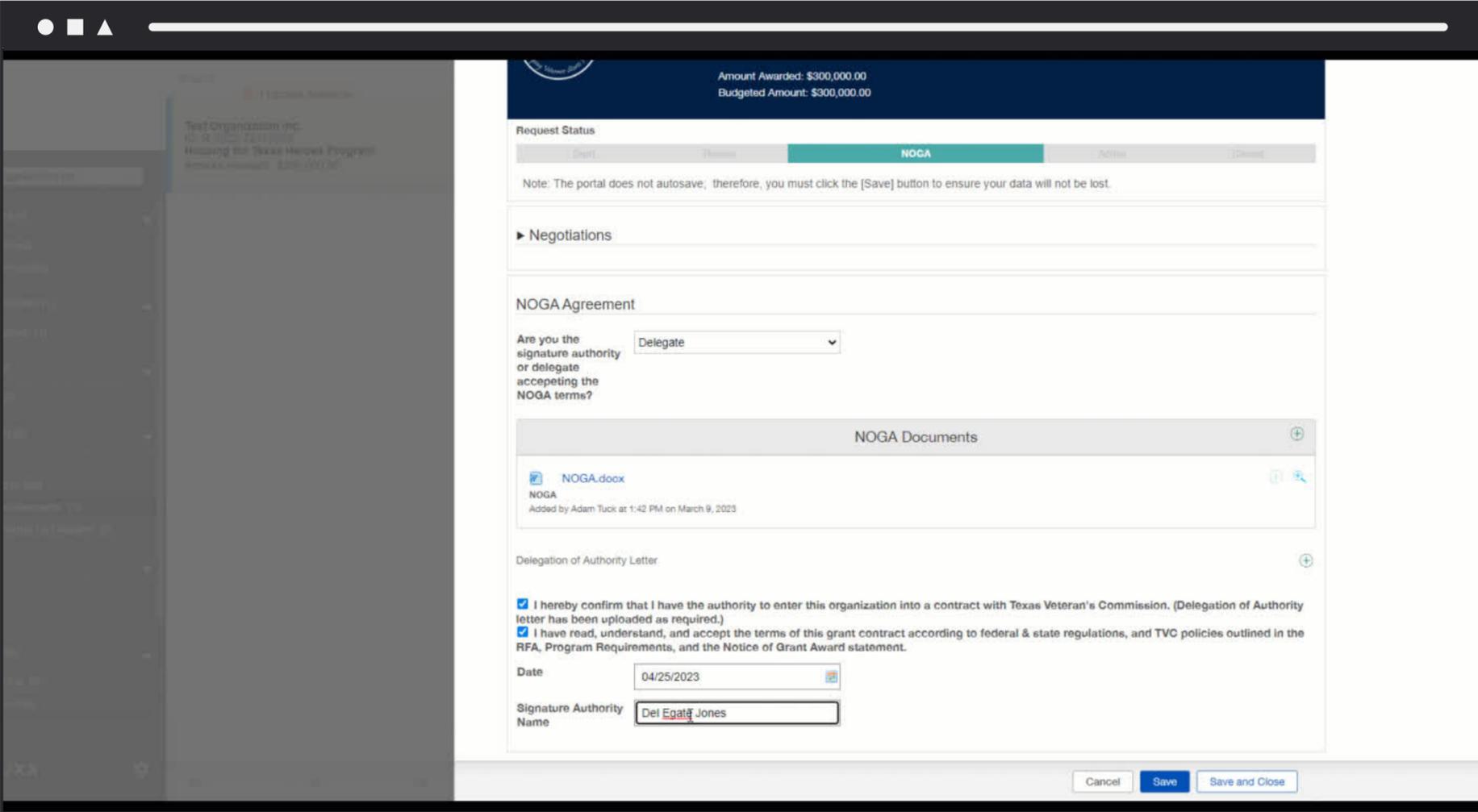
Click on the Plus icon to add the file.

When uploading the Delegation Letter, click "Add files" and select the appropriate label from the drop down:

Delegation of Authority Letter

Click "Add file" and then "Start Upload" to add the letter to the application.

Verify that your file uploaded.



The screenshot shows a web application interface for a NOGA (Notice of Grant Award) request. At the top, it displays "Amount Awarded: \$300,000.00" and "Budgeted Amount: \$300,000.00". Below this, there's a "Request Status" section with a progress bar showing "NOGA" as the current step. A note states: "The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost." The "Negotiations" section is collapsed. The "NOGA Agreement" section contains a dropdown menu for "Are you the signature authority or delegate accepting the NOGA terms?" set to "Delegate". Below this is a "NOGA Documents" section with a file named "NOGA.docx" uploaded by Adam Tuck on March 9, 2023. The "Delegation of Authority Letter" section has two checked checkboxes: "I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.)" and "I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement." There are input fields for "Date" (04/25/2023) and "Signature Authority Name" (Del Equat Jones). At the bottom right, there are "Cancel", "Save", and "Save and Close" buttons.



You may only upload one delegation letter and you will NOT be able to delete the letter once it is uploaded. If you need to replace it with a different version, please contact FVA staff.



If you didn't upload a delegation letter and you clicked "Submit NOGA", two reminders will appear - a red warning at the top of the screen and red text saying Delegation of Authority Letter. You won't be able to move forward in signing the NOGA until you upload the delegation letter.

NOGA Submission

Follow the steps below to submit your NOGA.



1. Submitting the NOGA

After you have clicked "Save and Close", you may now submit by selecting the "Submit NOGA" button.

A popup will appear to confirm you want to proceed.

Click "OK".

All Grantee NOGA actions are now complete and attached to your Awarded Grant.

Search... 1 Update Available

Test Organization Inc.
ID: R-2022-72135959
Housing for Texas Heroes Program
Amount Awarded: \$300,000.00

INFORMATION

- Grantee Portal
- Apply for Funding

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (3)

- People (3)

REQUESTS (3)

- Drafts
- Requests to Edit
- Submitted Requests (1)
- Not Submitted by Deadline (2)

GRANTS

- Active
- Closed

REPORTS (6)

- Reports Due (4)
- Reports to Edit

FLUXX

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NOGA Documents

- Delegation Letter.docx
Delegation of Authority Letter
Added by Adam Grantee at 8:37 AM on April 26, 2023
- NOGA.docx
NOGA
Added by Adam Tuck at 1:42 PM on March 9, 2023

Are you the signature authority or delegate accepting the Delegate NOGA terms?

I hereby confirm that I have the authority to enter this organization into a contract with Texas Veteran's Commission. (Delegation of Authority letter has been uploaded as required.): Yes

I have read, understand, and accept the terms of this grant contract according to federal & state regulations, and TVC policies outlined in the RFA, Program Requirements, and the Notice of Grant Award statement. Yes

Date: 4/26/2023

Signature Authority Name: Del Egate Jones

Submit NOGA

